

05 DEC 1983

MEMORANDUM FOR THE RECORD

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SUBJECT: Block Planning - Meeting with [] DDA/OP/Log

1. The purpose of this meeting was to review with the Office of Personnel (OP) the existing information the NBPO has on OP's requirements.

2. The computer run of OP's space was reviewed. The following information was requested from them:

- a. Updated figures for personnel
- b. Verification of Special Space requirements:
 - Amount of space
 - More specific information (i.e., computer room; what type of equipment, CPU, Delta Datas. . . ?
 - Which division/branch is responsible for which Special Space?
 - Are there any workstations/persons within any Special Spaces?

3. Note any Office reorganization.

4. Does OP have a need to be located next to any other Office or any building amenity? (i.e., freight elevator, etc.)

5. Credit Union and the EAA facility will be located in the atrium area in the New Building.

6. Verification on which space is to be located in the New Building versus the existing building, e.g., Barbershop.

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OL/NBPO [] (02 Dec 83)

Distribution:

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Orig - OL/NBPO
1 - [] OP/LOG